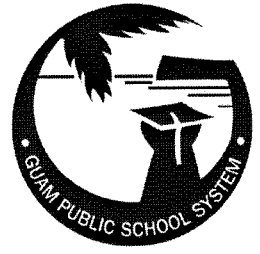




LUIS S.N. REYES
Superintendent of Education

PERSONNEL SERVICES DIVISION GUAM PUBLIC SCHOOL SYSTEM

P.O. BOX DE
HAGATNA, GUAM 96932
TEL: (671) 475-0495 THRU 475-0498
FAX: (671) 477-0698



RAMON T. LIZAMA
Administrator

June 28, 2007

An Equal Opportunity Employer

ANNOUNCEMENT **~ CONTINUOUS ~**

The Guam Public School System wishes to announce **OPEN COMPETITIVE** and **PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

SOCIAL WORKER II (3.074)

SALARY: Pay Grade L

Open: Step 1-10, \$26,520.00- \$39,780.00 Per Annum

Prom: Step 1-20, \$26,520.00- \$56,114.00 Per Annum

DUTY: Twelve (12) Months

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

MINIMUM EXPERIENCE AND TRAINING:

- A)** One (1) year of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral science; or
- B)** Graduation from a recognized college or university with a Bachelor's degree in social work or;
- C)** Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NOTE:

Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional social work involved in the application of social work principles and theory in the diagnosis and treatment of children and adults with social problems.

Employees in this class perform moderately complex professional work independently on an ongoing basis and participate in the full range of complex professional duties under close supervision.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Interviews clients and other appropriate persons to obtain information and makes preliminary assessment of cases in order to make proper referrals.

Develops an assessment and service plan for the client; provides counseling to assist with adjustment problems; places children and adults in appropriate facilities; prepares all forms necessary to achieve service plan.

Participates in the selection, summarization, and presentation of case data from a variety of sources for casework planning, supervisory conferences, and consultation.

Participates in staff conferences with physicians, psychologists, and other professionals.

Confers with public officials, agency representatives, and other professional persons regarding specific cases; interprets and provides public information regarding agency programs and activities.

Prepares social studies, cases histories, reports and evaluations concerning information secured and services rendered.

Maintains comprehensive case records and statistics; participates to a limited degree in the development and conduct of surveys and research studies; prepares other reports as required.

Attends court hearings in the interest of clients, or as requested.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the social casework principles and techniques.

Ability to understand the dynamics of human behavior of individuals and groups.

Ability to refer clients to appropriate agency resources.

Ability to resolve problems of personal and social adjustments.

Ability to interpret and apply rules, regulations and procedures pertaining to social work programs.

Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practices.

Ability to exercise sound judgment in the solving of social work problems.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- | | |
|---------------------------------|-----------------------------------|
| - Certified Birth Certificate | - Government of Guam I.D. Card |
| - U.S. Passport | - Original Social Security Card |
| - Naturalization Card | (not laminated) |
| - "Green Card" (For Immigrants) | - Other proof of work eligibility |

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employees must submit Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants selected for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday, except holidays.

APPLICATION SUBMISSION:

Interested applicants must submit an "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the Guam Public School System's website at www.gdoe.net

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.


RAMON T. LIZAMA, Administrator
Personnel Services Division